Helpful Hints for the On-line Application

#1 - Before beginning the on-line form, download the Word version of the application and use this to draft your application. Use your draft to check the number of words in Sections 10 and 11 and to spell check the narrative. You can copy and paste from each section of the Word document to the web site application; there is no need to type the document twice. You can not copy and paste the budget sections - those will require re-typing. The web application can be completed in one hour if you have drafted an electronic version of your application.

#2 - Follow the directions for creating your login ID and password. If you want to share the application with others on your application team, be sure to create an ID that all of you can use. If you submit separate applications for multiple projects, you must create a new and unique ID for each application. Be sure to write down your account ID for each application.

#3 - The Word version of the application will not expand the tables automatically in the *Budget Narrative*. This section will expand automatically in the online application. The web site will automatically complete section 4 and columns 1 and 2 in section 16. The online application will not allow you to enter figures in these columns. If you are using additional federal dollars in your project, you **must** fill in Column 3 in Section 16 at the web site. Remember that federal dollars cannot be a direct match for CCS funds.

#4 - Print your application before submitting it. Once you have submitted the application, you will no longer have access to it. Be sure to sign the document in Section 3. Each application is automatically assigned a number. The number will appear on your printed application. This number is used by the office for tracking purposes. Please leave the number on the printed application.

#5 - Supporting documents may be attached to the hard copies. Supporting documents will not be returned to the applicant. Additional documentation cannot be uploaded to the on-line application. All supporting documents must be sent with the hard copy of your application.